

INDUSTRY SPECIFICATIONS

Supporting Section 8 Contract Administrator Implementation TRACS Release 201B

I. INTRODUCTION

Release 201B is driven by the requirements of the Section 8 Contract Administration Implementation Team (SCAIT) and the requirements imposed upon Housing to collect accessibility data on units. Additional deferred maintenance and regulatory enhancements are also included in Release 201B.

The Contract Administrators (CAs) have been selected to implement the general shift of project-based Section 8 Housing Assistance Payment Contracts (HAPs) from the “retail model” to the “wholesale model.” Currently, HUD administers most of the HAP contracts directly (retail model). The new CAs, selected through the RFP process, will be responsible for the direct administration of the HAP contracts in their assigned domain with oversight performed by HUD (wholesale model).

Although there have been CAs administering project-based HAP contracts for HUD, the new CA relationship includes far more administrative responsibility than the former CA agreements. The CAs, governed by the conditions of the Section 8 Contract Administration RFP, assume many of the contract administration duties that were formerly performed by HUD Field Office personnel. The terms “pre-RFP” and “post-RFP” are used in this document to describe the CAs with contracts in effect prior to the Section 8 CA RFP and the CAs with their assigned contracts under the RFP. Both pre- and post-RFP CAs will forward to TRACS the Tenant and Voucher data that the pre-RFP CAs are required to forward today. In addition, the post-RFP CAs will require access to REMS to maintain contract data and to LOCCS to enter their requisition data. Both systems will be accessed via the Internet through WASS, and both are interactive systems at this time. There will be cases where the post-RFP CA will also be an existing pre-RFP CA but with expanded responsibilities for their new portfolio of contracts. It should be noted that the expanded authority and responsibility the CA has for post-RFP contracts does not apply to their pre-RFP contracts.

This Industry Specification focuses primarily on the TRACS suite of systems; however, there are interdependencies among the HUD systems affected by implementation of post-RFP CAs. The HUD systems are:

- Web Application SubSystem (WASS--formerly Secure Connection)
- Real Estate Management System (REMS)
- Line of Credit Control System (LOCCS)

Highlighting is the convention used in this document to identify changes from the Preliminary Release 201B Specification.

II. IMPLEMENTATION MILESTONES

A. Implemented 1st Week of June 2000

Enhanced Tenant Query (Attachment A)

TRACS Tenant Query has been modified to reflect combined contracts and provide a download option. The download option enables a CA, an owner, a management agent or the authorized agent of these entities to download a summary of the current tenant inventory in TRACS for a given contract. Internet users must obtain a security ID through WASS in order to take advantage of this feature.

B. Implemented June 9, 2000

1. Baseline HUD-50059s

The CAs may transmit baseline HUD-50059s to TRACS as they build their own tenant databases. The baseline HUD-50059s can be used to ensure that the owner or management agent (OA), the CA and TRACS have the same tenant base associated with a given contract. The CA, may request vouchers that have been previously paid from the OA, to reconcile the baseline database, but they should not be sent to TRACS if they have been paid. TRACS will reject previously submitted or paid vouchers.

A baseline certification must be a full certification with an effective date 13 months or less from the current (processing) date. It should be a certification that already exists in the TRACS database; however, if it doesn't exist, for some reason, the baseline certification will establish it in the TRACS database. It may be necessary to submit subsequent partial certifications to bring the baseline certification to the desired current status. Baseline certifications will effect an HQ move-out on the certification occurrence that it supersedes to avoid potential future problems with the same tenant apparently in two units.

CAs are not required to submit their baseline to TRACS, but we recommend baseline submission if there are concerns about the data quality in TRACS. To establish a new tenant baseline in TRACS:

- Determine the voucher period that the baseline is to represent. If the baseline represents the August voucher, the certifications submitted to create the baseline would be those reflected on the August voucher.
- The certifications flagged as baseline certifications should be the full certification or recertification that was in effect on the voucher date. When a baseline certification is received by TRACS it will supersede the certification that is in effect, if any, for the tenant establishing a new active certification. The tenant history remains in TRACS. The baseline certification establishes a fresh active certification, if one exists, and establishes an active certification if there is none in TRACS. Submit any "partial certifications" affecting the baseline certifications up to the voucher period the baseline is intended to represent. Partial certifications are unit transfers, gross rent changes, move-outs and terminations that affect the tenant as of the voucher period selected for the baseline. Partial certifications have no baseline indicator, but those

partial certifications submitted to **create** a current baseline **do** modify the baseline certification.

2. SprintMail

CAs will submit data to TRACS and receive MAT, Voucher and Tenant messages from TRACS via SprintMail following the existing procedures. SprintMail is recommended as a communications standard for CA to OA communications until Internet Batch submission is implemented. **As a proprietary service, there is a measure of data security associated with SprintMail that is not inherent in Internet communications. Unless special measures are taken to add data security to the Internet transmissions there is the potential for disclosing data that is protected by the Privacy Act.**

3. Submission Restrictions

Once a MAT submission is received for a contract from a post-RFP CA, TRACS will not accept further transmissions from the OA for that contract. The **MATHR** future field, **MAT Field 22 (Number MAT72)** in **Release 201A**, has been activated to carry the CA ID. The CA ID is the five-character ID assigned to the CA by the HUD accounting system. It will be the CA's responsibility to add their CA ID to all transmissions submitted to TRACS. All submissions for the contract must pass through the CA even if the CA is not paying the voucher. This is the only way that the OA, the CA and TRACS can maintain congruent data. OAs will be paid directly by LOCCS through TRACS for payment requests submitted through the CA that are for voucher periods prior to the first period payable by the CA.

C. Implemented June 27, 2000

1. WASS CA Registration

CAs will be able to obtain Secure Connection "M-IDs" under their own authority without requiring the cooperation of an owner, as they do now.

2. REMS Access

Post-RFP CAs will have access to REMS via the Internet to perform limited contract maintenance functions.

D. Implemented July 7, 2000

The MAT process for Tenant and Voucher/Payment transactions is split upon receipt by TRACS into two independent job streams. This is a TRACS infrastructure change to better position TRACS for receiving batch submissions via the Internet. This implementation allows TRACS to stabilize the change in infrastructure before the Release 201B implementation.

E. Implemented July 17, 2000

Voucher Reports on the Internet **(Attachment B)**

When TRACS receives and accepts a voucher summary, voucher detail and adjustment reports will be generated for that voucher based upon the data in the TRACS Tenant database. These reports approximate the HUD-52670-A Part 1. The OAs and CAs with WASS "M-IDs" authorized to access these data may download the reports as ASCII comma delimited files. Initially, the volume of data will limit the number of reports that a CA may download at a time to 6,000 units; however, TRACS intends to provide a future option enabling CAs to receive, as a single download, all available reports for contracts that they administer. An OA and/or a CA can use these reports to discover inconsistencies between their database and the data stored in TRACS. The reports will also be available via the HUD Intranet to HUD offices.

The primary purpose for these reports is to identify for the CA (or OA) what data resides in TRACS to support the voucher. Both the Industry and TRACS have serious data quality concerns. Hopefully, these reports will provide a vehicle that can be used by CAs (and OAs) to correct any erroneous or missing data in TRACS. The adjustment report will not attempt to prorate the assistance payment at this time. Until a standard adjustment algorithm is implemented and enforced by HUD, prorating adjustments would just lead to frustration for all involved.

Included in the voucher reports is the percentage of compliance as calculated by TRACS based upon the data in the Tenant database and the *Units Receiving Subsidy* total from the HUD-52670. HUD intends to base future payments on the OAs percentage of compliance. What has been proposed is to withhold or reduce payments on those contracts/projects that are below 92% compliance. These reports will provide the OA and the CA with current knowledge of their compliance percentage well in advance of implementing the policy.

F. By August 18, 2000

Threshold Edits

The threshold edits, currently in LOCCS, will be implemented in TRACS effective August 18, 2000 together with the Intranet facilities for managing pending vouchers. This change in voucher editing will enable TRACS to make the referrals for prepayment reviews instead of LOCCS. It will shave at least one day from the message turnaround time. If the reviewers reject the referred voucher, this will come directly to TRACS--not through LOCCS. Consequently, rejections can be reentered as original vouchers eliminating some of the confusion surrounding when a voucher can be reentered as an original and when it must be reentered as a correction.

G. By September 11

CA Requisitions

LOCCS will start receiving the requisitions via the Internet for the first set of CAs on September 11. Having an approved requisition in LOCCS for the contract will determine whether LOCCS provides the CA with a scheduled payment for the period or the OA will be paid directly. LOCCS will inform TRACS when an approved requisition for a CA administered contract has been posted. TRACS will not send payment requests to LOCCS for vouchers that are to be paid by the CA from the scheduled payment issued by LOCCS. TRACS will send to LOCCS payment requests for late vouchers covering periods prior to the start of scheduled payments from LOCCS. LOCCS will pay the OA directly for voucher periods prior to the CA assuming payment responsibility.

Example:

- September voucher is sent to TRACS on August 20, but there is no approved requisition for the contract:
 1. TRACS sends the voucher to LOCCS for payment.
 2. LOCCS pays the OA the actual requested amount.
 3. The CA budget and requisition will need to reflect the first scheduled payment as October.
- September voucher is sent to TRACS on August 20, and LOCCS has the approved requisition for the contract:
 1. TRACS stores the voucher.
 2. LOCCS pays the CA the scheduled payment.

Note: August 20th was used to illustrate that a voucher is sent to TRACS. This particular date was used because it approximates the date that LOCCS would begin staging the September payments to the OAs.

H. By October 1, 2000

TRACS will attempt to have its vendor region available for vendor testing by October 1, 2000. This is a goal, not a guarantee. As usual, TRACS is required to publish specifications for the Industry before the detailed specifications have been finalized for TRACS' modifications. TRACS will strive to have at least the revised MAT available for vendor testing by October.

I. By December 1, 2000

1. TRACS Release 201B Implementation

This release includes modifications to MAT record formats to collect additional data as required by SCAIT and Housing, as well as additional new record formats for new transactions and data collection. The MAT formats are also moving closer to the objectives of 4350.3 Change 27, Appendix 11.

2. Industry Notes

a. Deployment of 201B Compliant Software

TRACS will continue to accept 201A, as well as 201B format data for a limited time following the 201B implementation by TRACS. The CAs will be faced with essentially the same problem TRACS is faced with whenever there is a new release of TRACS software. The CAs can expect to receive data for both the superseded and the superseding releases for a limited period of time. If the CA prefers to send data in both formats to TRACS for the TRACS grace period, TRACS will accept the data. However, the CA will have to deal with performing their required processes with OA data submitted in two formats. It is unlikely that all OAs in a state are going to implement their 201B software on the same day. TRACS will e-mail the logic it uses for the MAT conversion to the participants on the CA Developer's Forum. March 1, 2001 will be the 201B implementation deadline for OAs that are transmitting directly to TRACS. Post-RFP CAs are encouraged to submit data to TRACS in the 201B format, as soon as possible, after December 1, 2000. The SCAIT may require additional and separate reporting of monitoring data until the CA is submitting under Release 201B.

b. OA Transmission to Multiple Addresses

The CA is required to receive and send to TRACS only the data for contracts they administer or are preparing to administer. OAs may deal with both post- and pre-RFP CAs, or they may have projects that are partially assisted through Section 8 requiring them to submit data directly to TRACS, as well as to the post-RFP CA. In these cases the OA will require the ability to transmit data to the appropriate destination for that data. In most cases the additional address will be TRACS, but there is a possibility that it could be to a pre-RFP CA. Until Internet Batch is implemented, TRACS will continue to use SprintMail as its only vehicle for receiving and sending data to CAs and OAs.

J. By January 1, 2001**1. TRACS Internet Batch Pilot Production**

TRACS will launch the pilot Internet Batch Submission/Retrieval communications facility the first of January. It should be noted that TRACS Internet Batch only supports the Release 201B formats. The pilot will be conducted with selected CAs and, possibly, a few OAs. Software developers and CAs that are prepared to participate with TRACS in testing this facility, may have that opportunity as early as late November.

2. TRACS Internet Batch Full Production

TRACS will open the Internet Batch Submission/Retrieval communications facility to CAs and OAs February 1, 2001. TRACS will continue to support SprintMail for a limited time after implementation of Internet Batch. Current estimates are that SprintMail will continue to be supported until August 1, 2001.

III. SYSTEM OVERVIEWS

A. Web Application Subsystem (WASS)

The interaction that the CAs must have with HUD Multifamily Systems to send and receive data and administer HAP contracts will be performed using the Internet. In order for the CAs to comply with their HUD contract, the individuals performing the CA tasks must be identified in WASS (Secure Connection) together with the limits of their authority. WASS will assign an "M-ID" to an individual under the authority of the CA. In the past, only owners could authorize an employee or agent to have an "M-ID" enabling them to communicate with HUD Multifamily Systems. WASS will permit CAs to directly authorize "M-IDs" without requiring the permission of an owner. Allowing CAs to directly obtain IDs through WASS will not diminish the owners' ability to authorize "M-IDs" for the use of their staff. The procedure used by a Contract Administrator to obtain a Secure Connection Coordinator's ID through WASS will be published on HUD's REAC web site. A link to the appropriate web site is available from the TRACS Home Page. WASS will enforce security based upon the association of the CA to the contract by HUD. Each application will enforce the appropriate controls over CA actions. For example, TRACS Tenant and Voucher/Payment data is read only for those contracts that the CA is authorized to see. One-page tip sheets for Multifamily Coordinators and Multifamily Users can be obtained from the REAC Online Systems Web page (<http://www.hud.gov/reac/tools/reasyst/html>). They are under "Quick Tips Desk Reference."

B. Real Estate Management System (REMS)

REMS is the Multifamily Housing system designed by and for the HUD Program Managers to facilitate the management of properties in their portfolios. It is an interactive browser-based application that is only available on HUD's Intranet. REMS is being modified to operate on the Internet, enabling post-RFP CAs to perform their contract administration functions as defined in the Section 8 Contract Administration RFP.

C. Line of Credit Control System (LOCCS)

LOCCS is the HUD Chief Financial Officer's (CFO) legacy disbursement system that is being enhanced to meet the requirements of the SCAIT. The approved requisitions submitted by the CAs will reside in LOCCS where they will be used as the basis for the scheduled payments. LOCCS is a proven disbursement system that already has electronic interfaces in place with the key HUD systems used by the post-RFP CAs. Using LOCCS in this critical disbursement role will smooth the transition from paying the OA to paying the CA, and minimizing the risk for both the OA and the CA.

D. Tenant Rental Assistance Certification System (TRACS)

TRACS is a suite of integrated systems planned to give HUD management and accounting control over the complete life cycle of Multifamily Housing project-based assistance. TRACS interfaces nightly with LOCCS, PAS, REMS, and the Social Security Administration (SSA). Extracts from TRACS are used to support the REAC applications, TASS and RASS. TASS produces the Benefit History Reports and performs the Large-Scale Income Matching. RASS conducts and analyzes the Tenant Satisfaction Surveys. TRACS Release 201B affects the Tenant and the Voucher/Payment systems. The systems and subsystems comprising TRACS include:

Tenant Batch System

Tenant MAT Subsystem
Tenant On-line System
SS/SSI Data Match Subsystem
Tenant Address Subsystem
Tenant Intranet/Internet Query
Voucher/Payment Batch System
Voucher/Payment MAT Subsystem
Voucher Data Mart
Voucher Intranet/Internet Query
Contract On-line System
Contract Batch System
Automatic Renewal and Amendment Management Subsystem (ARAMS)

IV. TRACS SYSTEMS AFFECTED BY RELEASE 201B

A. TRACS Tenant and Voucher/Payment MAT Subsystems

There are significant **MAT** modifications for both the Voucher/Payment and Tenant Batch Systems. The impact of the changes will vary among the vendors, but the impact will be significant. There are SCAIT requirements that affect the MAT voucher submissions, there are Multifamily Housing requirements that affect MAT tenant submissions, and there are production considerations that force changes in the MAT header and trailer records.

1. Changes to MATHR and MATND (Attachments C and D)

When the TRACS Voucher Processing System was first implemented, the voucher MAT records were simply added to the existing Tenant MAT batch process. The two systems shared header and trailer records. When the Voucher Processing System became Voucher/Payments there was no time to uncouple the MAT processes. This has been a persistent source of production problems. If an anomaly occurs in the MAT, in Tenant Batch or in Voucher/Payment Batch, all systems are affected. It is imperative that the MAT process be split into separate job streams for voucher and tenant transactions. This becomes more urgent as TRACS views moving to batch submissions on the Internet and the potential for receiving an additional 1.4-million records a month as voucher detail. The redesigned transmission header and transmission end records are to facilitate separate tenant and voucher processing now and to support the Internet Batch Submissions in the near future.

- **MATHR:** The MATHR is being replaced with application specific header records: **VCHHR** for voucher transactions and **TENHR** for tenant transactions. In both cases, data that pertains to all transactions in the submission have been moved to the header. This includes project name, property ID, project number, contract number and subsidy type. It does mean that all transactions between a XXXHR and a XXXND have to be for the same contract and/or project and subsidy type.
- **MATND:** The MATND is being replaced with **VCHND** and **TENND** to be consistent with the transmission header. There are no additional fields in the XXXND record.

Example:

If a project has three Section 8 contracts plus additional Section 236 tenants, the 50059s for the project will be submitted in four TENHR/TENND pairs, and the 52670 will be submitted in four VCHHR/VCHND pairs. One XXXHR will be required for each of the Section 8 contracts, and one TENHR will be required for the Section 236 50059s. All transactions following a TENHR or a VCHHR must share the same project number, contract number and subsidy type. If a project number or a contract number is not submitted, it must be consistent with the editing rules for the subsidy type.

Additional fields have been added to the MAT to identify OA and CA software and software versions, as well as the fields for OA and agency data. These fields will be returned with the TRACS messages as an assist in problem determination.

2. Changes to the XXHR Batch Editing

If the XXHR is submitted with an invalid project number, contract number, or subsidy type, when compared to the TRACS Contract database, data imbedded in the XXHR – XXND batch will be rejected by the MAT edit. Individual transaction fatal errors for invalid project, contract, or subsidy type will be discontinued.

B. TRACS Tenant Batch System

1. Multifamily Housing Mandated Changes (Attachment C)

Congress is requiring, from Multifamily Housing, regular reporting on the occupancy of the accessible units in the project-based housing inventory. To meet this requirement additional data elements have been added to the **Tenant MAT15** Address Record and the MAT10, Section 2 Basic Record. Accessibility indicators have been added to the MAT15 for Mobility, Hearing, and Visual. Indicators have been added to the Section 2 record for the OA to indicate if the occupant of an accessible unit requires the accessibility features.



Note: The addition of accessibility data to the MAT15 Tenant Address Record will require resubmitting MAT15s to provide the additional data. This effort cannot start until Release 201B has been implemented.

2. Market Rent Certifications

TRACS will begin accepting HUD-50059 certifications for Market Rent Tenants with Release 201B. The Market Rent certifications are minimal certifications containing the mandatory fields in the MAT10, Section 2 and the mandatory fields in a MAT10 Section 3 for the head of household. These data are required to facilitate reconciling the accounting for contracted units submitted in the HUD 52670. The Market Rate certifications are new, but they will be handled within the context of the standard MAT10. The **Subsidy Change Indicator** has been changed to **Previous Subsidy**. When the tenant has a change in subsidy type, including going from market rent to assisted, the previous subsidy type may be recorded in this field. When an assisted tenant moves to market rent, the **Termination of Assistance, MAT65** performs this function. An **Initial Certification, MAT10** is used to move the market rent tenant to an assisted status. The market rent certification is used to establish a previously unreported market rent tenant to TRACS or to recertify the market rent tenants annually.

3. Minimum Rent Exception

A Minimum Rent Exception flag is being added to the MAT10, Section 2 Record. This will be supported with revised minimum rent logic. Upon implementation of the Minimum Rent Exception Flag in Release 201B, the current exceptions to the minimum rent will be superseded.

4. Extremely Low Income Amount

An Extremely Low Income Amount is being added to the MAT10, Section 2 as a "future field" in anticipating of the enforcement of income targeting.

5. Activate Security Deposit

The Security Deposit field, which has been a “future field” in the TRACS Tenant System, is being activated with Release 201B in anticipation of receiving and validating Special Claim detail in the future.

6. Tenant Delete Transaction: MAT20

A Tenant Delete transaction is planned for TRACS Tenant Release 201B. This transaction will enable the deletion of a specific occurrence of a tenant certification using the tenant’s Social Security Number or TRACS “T” number and the specific certification effective date. If partial certifications or corrections have been submitted against a full certification, the OA can choose to delete a partial certification, a correction (re) certification, or the full certification and all subsequent transactions submitted for that certification.

Caution: The delete transaction can have voucher consequences. There may be post-deletion clean up that will be the responsibility of the OA.

7. Renumbering Units

The MAT15 Address Record can be used to renumber the units in the project without submitting a full or partial certification. It cannot be used to effect a transfer of a tenant from one unit to another. When the unit number is changed for an occupied unit using a MAT15, the tenant’s current certification will be modified to reflect the new unit number. Although this is not a transaction that affects assistance payments directly, it has the potential of adding confusion that could create payment delays. To avoid the confusion, we recommend that all units being renumbered within a project be submitted within the same voucher month.

Caution: Remember that TRACS does not retain history on addresses. The unit addresses are the current unit addresses. TASS and RASS is interested in:

- The current address of the unit
- The current mailing address of the tenant

Retroactive certifications should not attempt to reset the current address to a former address. TRACS compares the transaction effective date of the submitted transaction to the latest update date of the unit address. If the unit address date is more recent than the submitted transaction effective date, TRACS assumes that the transaction is retroactive and does not change the unit address.

8. Move-Out (MAT40) and Termination (MAT65) Corrections

Move-Outs and Terminations may be corrected in Release 201B. TRACS uses the Transaction Effective Date (Move-Out Date or Termination Date) to apply the move-out or termination to the occurrence of the certification in effect at the time of the move-out or termination. The system searches for the tenant’s certification that:

- a. Has a (certification) transaction effective date equal to or less than the move-out or termination transaction effective date, and
- b. Has a Next Recertification Date (+ one month) that is equal to or greater than the move-out or termination transaction effective date.

To correct a move-out or termination, the MAT40 or MAT65 must have the **Correction Type** populated and the **Effective Date of the Certification Being Corrected**. TRACS will locate the specific move-out or termination and apply the correction. If the move-out or the termination was applied to the wrong certification occurrence, use the MAT20 to delete the move out or termination and resubmit it with the appropriate transaction effective date.

9. (Re) Certification Correction Modification: MAT10


The original (certification) effective date has always been used in the past with MAT10 correction transactions. Depending on the reason for the correction, the effective date of any change in Assistance Payment (AP) precipitated by the correction could be a date other than the effective date of the certification being corrected. TRACS Release 201B uses the **Transaction Effective Date** of the correction to identify the date any AP change is effective. The **Effective Date of the Certification Being Corrected** is the (certification) transaction effective date of the (re) certification being corrected.

10. Worksheet Record (MAT10, Section 6)

The MAT10, Section 6 was discontinued in TRACS Release 201A. In 201B, it is removed from the MAT Guide.

11. TRACS Unit Transfer Enhancement (Not an Industry Change)

When a unit transfer is processed by TRACS, the superseded occurrence of the tenant's (re) certification in TRACS will be given an Action Processed Code of TRANSFERED OUT (TO) and a Transfer Out Date of the Transfer Date, minus one day. The purpose of this change is to provide a clearer disclosure of the events that have led to the tenant's current status. The Transfer Out side of the unit transfer transaction currently contains no indication of why its status changed.

 **Note:** An additional change that will go into effect prior to Release 201B deals with expired (re) certifications. TRACS will consider one month past the Next Recertification Date as current for the purpose of processing Annual Recertifications (AR), Move-Outs (MO) and Terminations (TM). If more than a month has expired between the Next Recertification Date and the AR, MO or TM Transaction Effective Date, the transaction will be rejected as having no active (re) certification against which to process the transaction. The HQ termination that currently occurs at Next Recertification Date, plus three months, is being changed to Next Recertification Date, plus one month. If a move-in is submitted for a tenant that TRACS' data shows is resident in another project or unit, TRACS will perform an HQ move-out on the former unit effective on the move-in date minus one day and send a message to that effect to the former project. Adjustments to the HQ terminations and move-outs can be submitted under 201B. If an OA receives a HQ termination message for a tenant that has moved out, the OA should respond with a move-out transaction for that tenant, including market rent, to record the actual move-out date. Although; Housing is giving a one-month grace period for transaction processing purposes, that does not mean that the Voucher Processing Division will allow the voucher to go unchallenged. The Housing position is that there should be no retroactive annual recertifications, and when the Next Recertification Date passes without a recertification, the tenant should be on market rent.

C. TRACS Tenant Intranet/Internet Query (Attachment A)

The TRACS Tenant Query has been expanded to include additional data elements that have been requested, as well as the superseded contract number when the contract has been combined. The additional elements, if needed, will require legal-size paper for screen prints. However, the download option enables the user to download a comma delimited ASCII file that they can reformat as desired.

The scope of the Tenant Intranet/Internet Query will be expanded to replace the functionality of the current Tenant On-line System, and it will make these data available to the OAs and CAs. The details of the new queries/reports will be published as they become available.


D. TRACS Voucher/Payment

TRACS Voucher/Payment will have expanded edits and functionality for the post-RFP CAs. This inevitably means additional informational messages, discrepancies and fatal errors. The specific messages will be provided as an update to this document. The existing Voucher Query will continue to be available. There are no immediate plans to make it downloadable. TRACS will provide Voucher Reports as an assist to authorized Internet capable OAs, CAs and service bureaus. Authorized HUD Field and Headquarters staff will have access to these reports via the HUD Intranet.

1. SCAIT Mandated Changes (Attachment D)

SCAIT requires modifications to the TRACS Voucher/Payment System MAT30 Records. The date the voucher was submitted to the CA must be retained in the voucher data forwarded to TRACS, and the date the CA submits the data to TRACS must be added to the submission. The CA must also include the amounts the CA approved for payment in addition to the amounts requested by the OA. Special Claims Detail is going to be required in a future TRACS release. The Section 5 Special Claims Record will be redesigned to collect the detail. **TRACS will not use the Special Claims Detail in Release 201B.** SCAIT also requires transmission of the voucher detail to the CAs. A new Section 3 Voucher Detail Record and a Section

4 Adjustment Detail Record is included in this specification for submission of the voucher detail to the CA. TRACS will not use either the Section 3, Section 4 or the Special Claim Detail in Release 201B. There are fields deleted from the MAT30 Section 2 Assistance Payment Summary Record and the MAT30 Section 6 Miscellaneous Accounting Request Record that were not required by TRACS and created confusion among the OAs.

 Note: Some existing CA software generates the voucher and the voucher detail from the data in the CAs database. We understand that some CA software will block an OA submitted MAT30 (voucher) and substitute a CA generated MAT30 for submission to TRACS. This is an issue that the CAs, who are planning to continue these practices, need to clarify with SCAIT. It will affect the measurements that the SCAIT is planning to use to measure performance for calculating the incentive fee.

2. Voucher Intranet/Internet Query (Attachment B)

The Voucher Reports will be generated from the TRACS Tenant database upon receipt of a voucher by the Voucher/Payment system. The tenant certifications associated with the voucher are selected by deriving which certifications are associated with a given voucher date. All TRACS transaction submissions are required to include the voucher date of the voucher affected by the transaction. The submitted voucher date and the certifications that are active for that voucher will be used to derive the voucher reports. Initially, the reports will be downloadable only. Any OA or CA with an M-ID will be able to download their reports, via the Internet, by entering the contract number (project number for Rent Supplement and RAP) and the voucher date. The reports will enable OAs and CAs to reconcile their tenant baseline with that in TRACS. It will also be a movement toward the HUD 2020 objective of adjusting payments based upon compliance with reporting requirements. There will be additional reports developed based upon needs reported from HUD field staff and the Industry. The reports will be comma delimited ASCII files. The specific report formats will be released as they are defined.

Additional fields have been added to the MAT to identify OA and CA software and software versions, as well as the fields for OA and agency data. These fields will be returned with the TRACS messages as an assist in problem determination.

3. Special Claims Intranet Application

An Intranet application supporting Special Claims will be a part of Release 201B. The application will issue Claim IDs and establish a control for validating Special Claims from HUD-administered projects. The HUD Field Offices will use this application. All CAs approve the Special Claims submitted by their OAs, and they will issue their own Claim IDs beginning with their five-character CA ID for Release 201B. Until Release 201B, the CAs will continue to use the "1299" prefix on their Claim IDs.

E. TRACS Internet Batch Submission

Since its inception, TRACS has used SprintMail as the communication vehicle by which it receives batch data transmissions from owners, management agents, contract administrators and service bureaus. Likewise, TRACS used SprintMail to return the MAT edit errors, Tenant fatal errors and discrepancy messages, Voucher errors, discrepancies and payment status messages. This will change **after** the post-RFP CA implementation. Over time, SprintMail will be phased out, as the Internet becomes the primary vehicle for communicating with HUD. All new report and query development for TRACS Tenant and TRACS Voucher/Payment will be for the Internet. The OAs and CAs who have their Secure Connection "M-IDs" will have access to these data via the Internet. **Software vendors may want to obtain an M-ID as a "User" for their clients so that they can view the TRACS data when assisting a client with a problem. The clients would have to assign their vendor user rights to view their data.**

TRACS is attempting to make the transition from SprintMail to Internet as smooth as possible. Internet Batch Submission has been deferred until after the implementation of Release 201B. When Internet Batch Submission is implemented, the MAT record formats will be the same for both SprintMail and Internet submitters. However, assembling the files for transmission and the mechanics of batch transmission over the Internet will be different than the current SprintMail procedure. Retrieving MAT and TRACS messages from the Internet will be significantly different from the current SprintMail procedures. **There are security and infrastructure issues that must be resolved before the 2-3.5 million incoming records and a like number of outgoing records, each month, can be accommodated by HUD's Internet infrastructure.** TRACS will continue to consult with the Industry as the Batch Internet facility is developed.